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ABSTRACT

Designed to be of assistance to the new ERIC user, this glossary provides brief definitions of more than 60 terms associated with the ERIC data base and the search process. These include titles of indexes, agencies, and acronyms peculiar to ERIC as well as terms used to describe computer search strategy. A directory of ERIC network components--including the 16 clearinghouses-- is also provided. (CWM)

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A GLOSSARY

of

ERIC TERMINOLOGY

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Syracuse University

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Abstract

A tersely written, 200-word narrative description of the subject content and scope of a document. Each citation in RIE includes an abstract.

Alphabetical Descriptor Display

Main section of the Thesaurus, listing all Descriptors in alphabetical order and also providing synonyms; narrower, broader, and related terms; usage postings; and a date indicating when the Descriptor was adopted for usage.

Annotation

A brief (no more than 50 words), succinct explanation or description of a particular work. Annotations are written for journal articles (CIJE entries) whose titles are not sufficient to adequately convey content.

Author Index

Found in RIE and CIJE; lists personal authors in alphabetical order by last name, with titles of their documents which are in ERIC and/or articles indexed and the ED or EJ number for each.

Boolean Algebra

A system for showing relationships between sets of terms. Uses logical operations (usually AND, OR, and NOT) in the design of computer search strategy, to

expand, limit, or exclude certain items from the search output. (See "Computer Search" and "Search Strategy")

Broader Term (BT)

A Descriptor that is a member of a class that totally contains a smaller class (also represented by a Descriptor) within it. For example, BIBLIOGRAPHIES is a Broader Term to ANNOTATED BIBLIOGRAPHIES. Found in the Thesaurus.

Central ERIC (CERIC)

The organizational unit within NIE responsible for the ERIC network, its budgeting, funding, planning, program development, monitoring, and policy setting. All ERIC contractors (e.g., ERIC Facility, EDRS, Clearinghouses, CIJE Contractor, etc.) report to Central ERIC.

Clearinghouse (Ch)

A contractor within the ERIC network that takes responsibility for the acquisition and processing of materials in one of the major areas of the field of education, e.g., Information Resources; Higher Education; Educational Management; Early Childhood Education. ERIC Clearinghouses have traditionally been located within non-profit institutions such as universities or professional associations; the exact number (currently 16) varies with the shifting needs of the educational community. A list of Clearinghouses, with addresses and phone numbers, is appended to this glossary.

Computer Search

Examination by computer of a data base for information on a given topic. Useful for its capacity to derive relationships between sets of terms (using Boolean algebra). For example, the computer can look through all the materials on Curriculum Development and all the materials on Library Education, combine the two sets, and provide the searcher with only those items which contain each of the two concepts. (See "Boolean Algebra" and "Search Strategy")

Current Index to Journals in Education (CIJE)

A monthly index to the periodical literature covering over 700 major education and education-related publications. It includes a main entry section with annotations, and is indexed by subject, author, and journal contents.

Data Base

A file of data, usually in machine-readable language. The ERIC data base contains the information that is printed in CIJE and RIE.

Descriptor

An index term of one or more words, found in the ERIC Thesaurus, which can be chosen for the purpose of describing, characterizing, or indexing the subject content of a document or journal article. ERIC users can locate documents and articles by searching RIE and CIJE subject indexes using selected Descriptors.

Descriptor Group Display

Word by word alphabetical listing of Descriptors within Descriptor Groups; found in the back of the Thesaurus.

Descriptor Groups

A system of broad subject categories into which all Descriptors are grouped; currently there are 52. Found in the back of the Thesaurus with a scope note and a code number.

Document Resume

A compressed document description including cataloging and indexing information, and an abstract for each entry in RIE.

Document Resume Section

A section of RIE which includes the document resumes, arranged numerically by ED number, and grouped alphabetically by clearinghouse prefix initials. (A list of these initials is found in the front of this section.)

Documents

Research papers, speech texts, studies, conference reports, curriculum studies, etc., that have been put into the ERIC system and listed in RIE.

ED Number

ERIC Document Number; an accession number assigned to titles in RIE and used to locate abstracts in the resume section as well as microfiche.

EJ Number

ERIC Journal Number; an accession number assigned to titles in CIJE and used to locate article annotations in the main entry section.

ERIC

The acronym for Educational Resources Information Center.

ERIC Document Reproduction Service (EDRS)

The ERIC contractor responsible for filming documents, handling standing orders (subscriptions) for microfiche, and processing on-demand individual orders for both microfiche and hard copy. Receives documents and data for this purpose from ERIC Facility. Address for ordering is P.O. Box 190, Arlington, Virginia 22210.

ERIC Processing and Reference Facility

This contractor is the central computerized facility which accepts data from each Clearinghouse, prepares RIE for publication by GPO, builds and maintains the Thesaurus, and produces various products for use in the system. A wide variety of supporting functions

are also performed, e.g., computations, keypunching, data conversion, reference, tape distribution, forms control, scheduling. Address is 6833 Rugby Avenue, Suite 301, Bethesda, Maryland 20014.

ERICTAPES

Magnetic tape copies of the files of bibliographic data assembled by the ERIC system. Different files and formats are available from the ERIC Processing and Reference Facility.

ERICTOOLS

A series of printed indexes, directories, or cross reference lists providing manual access to or ERIC document collection by title, institutional source, contract/grant number, and clearinghouse number. A descriptor/identifier usage report indicates the number of times various terms have been used in indexing ERIC documents. These are available from the ERIC Processing and Reference Facility.

Free-text Search

Computerized examination of the records in a data base for the presence of a given word or combination of words which are not necessarily descriptors or identifiers.

Government Printing Office (GPO)

GPO prints monthly issues of RIE from the magnetic tapes and distributes them to subscribers.

Hard Copy (HC)

A paper copy of a document; usually a full-size (100%) xerographic reproduction of the original. Reduced size copies may also be made.

Hierarchical Term Display (Tree-Dex)

A listing of Descriptors showing relationships between broader and narrower terms; found in the back of the Thesaurus.

Identifier

An index term for a specific entity, e.g., project, legislation, person, place, organization, coined term, acronym, or equipment. There are ERIC guidelines for the construction of Identifiers, but, unlike Descriptors, they are not formally controlled, defined, or structured; however, an authority list is being developed. Identifiers are intended to provide additional specialized indexing depth. Major Identifiers are listed in the Subject Index of RIE and CIJE. (See "Major Descriptors")

Indexing

The process of assigning Descriptors from the Thesaurus and Identifiers to documents and journal articles in order to describe their subject content for purposes of subsequent retrieval.

Publication Availability Section

Publications commissioned and produced by each Clearinghouse, including bibliographies, topical reports, literature reviews, directories, and publication lists which are within the scope of interests of that Clearinghouse.

Registration Index

Found in NTIS, this index lists documents either under the institution responsible for producing them and under their sponsoring agency when applicable. Arranged in alphabetical order by name of institution, agency, association, etc.

Journal Contents Index

Located in the back of each issue of CIJE, this alphabetical listing of journals reviewed for that issue also indicates the titles of the articles indexed from each journal.

Level 1

A registration volume is on file from the author or institution for a particular ERIC entry, and this document is made available through one of microfiche and is hard (paper) copy through orders placed with the ERIC Document Reproduction Service (EDRS).

Level 2

A reproduction release is on file from the author or institution for a particular EFD entry, stating that the document released may be made available throughout the system on microfiche only. The retention is that should the document become non-critical, there will always be a copy in the EFD files, which serve as archival function.

Level 3

The reproduction release is not given for material submitted to a clearinghouse. If the clearinghouse should decide to enter this document in EFD, it can only be cited with bibliographic information and an abstract, and the complete text is not included in the microfiche collection. The availability is always noted for Level 3 items.

Level Descriptors

These descriptors form the framework which identify the educational level being studied or cover which a document is directed, e.g., Elementary Education, Primary Grades, College Programs.

Resource Information

The [illegible] centers currently responsible for publication and distribution of RIE, Research in Education, the EFD Thesaurus, and several bibliographies. Address for placing orders to Resources Information, a division of Resources Publishing Company, Inc., 1900 Brown Street, Riverside, New Jersey 08075.

Main Entry Section

A section of CIJE which includes the article annotation, indexing terms, and journal citation. Arranged numerically by EJ number and alphabetically by Clearinghouse prefix initials. (A list of these initials is found in the front of CIJE.)

Major Descriptor

A Descriptor representing one of the major concepts contained in a document. Major Descriptors appear in the published indexes. In order to restrict the size of the indexes, no more than six (6) Descriptors may be designated as Major. A Descriptor is Major or Minor only in the context of a particular document or journal article where it is being used and not inherently. An asterisk (*) is used to denote a Major Descriptor in the Document Resume Section of RIE and the Main Entry Section of CIJE. (See "Minor Descriptor")

Manual Search

Looking up information on a given topic in the annual, semi-annual, and monthly issues of Resources in Education and Current Index to Journals in Education. Information is listed by subject, author, and institution in RIE; subject, author, and journal contents in CIJE.

Microfiche

A 4" x 6" (105mm x 148mm) flat sheet of film, containing reduced images of up to 98 pages per sheet. ERIC

prepares microfiche for all Level I and II documents announced in RIE, using the COSATI/NMA standard (24 x reduction; 98 frames in a 7 x 14 grid). Microfiche may be made of silver, diazo, or vesicular film. A microfiche reader or reader-printer is required to read the page image.

Minor Descriptor

A Descriptor assigned to a document and appearing in the printed Document Resume section of RIE, the Main Entry Section of CIJE, and in the machine (computer) record, but not in the subject indexes of RIE or CIJE. (See "Major Descriptor")

Narrower Term (NT)

A Descriptor that is a member of a class totally contained in a larger class also represented by a Descriptor. For example, the term ANNOTATED BIBLIOGRAPHIES is said to be a Narrower Term than BIBLIOGRAPHIES because it designates a particular kind of bibliography. Found in the Thesaurus.

National Institute of Education (NIE)

Funding agency for ERIC, part of the Department of Health, Education, and Welfare (DHEW). Created in 1972 by Congress to "help solve or alleviate critical problems of American education through research and development." ERIC is part of NIE's dissemination service.

On Line System

A system in which a computer terminal is in direct and continuing communication via telephone hookup with the central processor of the computer. With an on line system, interaction between computer and searcher during the search process allows immediate feedback of results and immediate modification of the search request when desired.

Publication Type (Pubtype)

A single character alphabetical code which designates the type of document being cataloged in terms of form, not content; e.g., bibliography (L), directory (D), and research report (R) are publication types.

Postings

A new feature found in the alphabetical descriptor display of the 7th edition of the Thesaurus is a postings count which indicates the number of times each descriptor has been assigned to documents and journal articles in the system. Separate postings are given for RIE and CIJE.

Related Term (RT)

A term that is conceptually related in some way to another term; each term is thereby a "Related Term" of the other. Related Terms may be close in meaning, may have the same Broader Term, may be related in usage or application, and may have part-whole relationships. For example, ANNOTATED BIBLIOGRAPHIES sometimes contain ABSTRACTS. Found in the Thesaurus.

Reproduction Release

A form signed by an author designating that permission has been given to ERIC for entry of a document into RIE, and indicating permissible methods of reproduction.

Resources in Education (RIE)

A monthly journal of resumes announcing recently completed research reports, descriptions of projects and outstanding programs, and other documents of educational significance. It contains subject, author, and institution indexes.

Retrieval

The process of identifying, locating, and securing information from a data base.

Retrospective Search

An examination of the entire data base on a given topic.

Rotated Descriptor Display

A list of all Thesaurus Descriptors in which the complete terms for multi-word Descriptors are entered in alphabetical order by each word in the term. Used to trace a single word or concept which occurs in more than one Descriptor, e.g., Information, Information Retrieval, Community Information Services.

Scope Note (SN)

A. A brief note found in the Thesaurus explaining usage of a Descriptor. Used to restrict usage or to clarify a Descriptor which may have alternative meanings. Not intended as a formal definition.
B. Also, the explanation of the mission of each Clearinghouse which is used to define the acquisitions efforts and subject specialties of each Clearinghouse.

Search

A systematic attempt to identify documents on a given topic and/or of a specific type in a data base. Applies to both manual and computer inquiries. (See "Computer Search" and "Manual Search")

Search Interview

The method by which the searchers and the requestors discuss and define the topics to be covered in the search; the type, format, cost, and amount of information desired; and the purpose for which the material is to be used.

Search Strategy

The development of a logical arrangement of sets of terms in order to retrieve relevant materials from the data base. A search strategy is usually exemplified by a series of Descriptors, Identifiers, and free-text words, arranged in groups and interconnected by logical operators (usually AND, OR, and NOT). The selection

and arrangement of elements within a set and the combination of the sets can be manipulated to determine the search output. (See "Boolean Algebra," "Computer Search," and "Free-Text Search")

Selective Dissemination of Information (SDI)

A method of alerting people to the most recent reports or articles of potential interest in a data file.

Set

Any grouping of items of interest, e.g., Instructional Materials Center, Audiovisual Centers, Resource Centers. Used in computer searching.

Scurce Journal Index

Found in the front of CIJE, this is a list of journals indexed in CIJE, including publisher and address, price, frequency, reprint availability, and the two-letter code of the Clearinghouse which indexes the document.

Standing Order Customers (SOCs)

Those schools, libraries, departments of education, etc. that subscribe to and regularly receive the ERIC indexes and microfiche collection. There are more than 700 SOCs in the U.S. and abroad. A Directory of Microfiche Collections is available from the ERIC Processing and Reference Facility.

Subject Index

Found in RIE and CIJE, this index provides access to document and journal article titles through usage of Descriptors and Identifiers.

Thesaurus of ERIC Descriptors

A book containing the structured controlled vocabulary of over 5,000 educational terms used by ERIC which are called Descriptors. These terms are used in indexing and retrieving documents and journal articles in the ERIC system. New terms are added to the vocabulary as it becomes necessary, and are included in the back of monthly and semi-annual RIE and CIJE volumes.

University Microfilms International (UMI)

This company is now providing a commercial reprint service for over 70% of the journals regularly covered by CIJE. The availability is found in the Source Journal Index in CIJE; address is 300 North Zeeb Road, Ann Arbor, Michigan 48106.

Use

A Thesaurus reference which refers the user from a term which is not a Descriptor to the term which is used as a Descriptor for the same concept.

Used For (UF)

Terms following the UF notation in the Thesaurus are synonyms or variant forms of the main term. They are not Descriptors, and cannot be used in manual searching.

ERIC NETWORK COMPONENTS LISTED ALPHABETICALLY BY GOVERNMENT AGENCY, COMMERCIAL CONTRACTORS, AND ERIC CLEARINGHOUSES

GOVERNMENT AGENCY

Central ERIC

NATIONAL INSTITUTE OF EDUCATION
Office of Dissemination and Improvement of Practice
Washington, DC 20208

Telephone: (202) 254-5500

COMMERCIAL CONTRACTORS

EDRS

ERIC DOCUMENT REPRODUCTION SERVICE (EDRS)
Computer Microfilm International Corporation (CMIC)
3030 North Fairfax Drive
Arlington, VA 22201

Telephone: (703) 841-1212

ERIC Facility

ERIC PROCESSING AND REFERENCE FACILITY
ORI, Inc., Information Systems Division
4833 Rugby Avenue, Suite 303
Bethesda, MD 20014

Telephone: (301) 656-9723

Macmillan

MACMILLAN INFORMATION
A Division of Macmillan Publishing Co.
866 Third Avenue
New York, NY 10022

Telephone: (212) 935-4296

ERIC CLEARINGHOUSE

CE

ERIC Clearinghouse on ADULT, CAREER, AND VOCATIONAL EDUCATION
Ohio State University
Center for Vocational Education
1960 Kenny Road
Columbus, OH 43210

Telephone: (614) 486-3655

CG

ERIC Clearinghouse on COUNSELING AND PERSONNEL SERVICES
University of Michigan
2108 School of Education Building
Ann Arbor, MI 48109

Telephone: (313) 764-9492

PS

ERIC Clearinghouse on EARLY CHILDHOOD EDUCATION
University of Illinois
College of Education
805 West Pennsylvania Avenue
Urbana, IL 61801

Telephone: (217) 333-1386

EA

ERIC Clearinghouse on EDUCATIONAL MANAGEMENT
University of Oregon
Eugene, OR 97403

Telephone: (503) 686-5043

EC

ERIC Clearinghouse on HANDICAPPED AND GIFTED CHILDREN
Council for Exceptional Children
1920 Association Drive
Reston, VA 22091

Telephone: (703) 620-3660

HE

ERIC Clearinghouse on HIGHER EDUCATION
George Washington University
One Dupont Circle, Suite 630
Washington, DC 20036

Telephone: (202) 296-2597

IR

ERIC Clearinghouse on INFORMATION RESOURCES
Syracuse University
School of Education
130 Huntington Hall
Syracuse, NY 13210

Telephone: (315) 423-3640

JC

ERIC Clearinghouse on JUNIOR COLLEGES
University of California
96 Powell Library Building
Los Angeles, CA 90024

Telephone: (213) 825-3931

FL ERIC Clearinghouse on LANGUAGES AND LINGUISTICS
Center for Applied Linguistics
1611 North Kent Street
Arlington, VA 22209

Telephone: (703) 528-4312

CS ERIC Clearinghouse on READING AND COMMUNICATION SKILLS

[illegible], ILLINOIS [illegible]

National Council of Teachers of English, 1111 Kenyon Road
Urbana, IL 61801

Telephone: (217) 328-3870

FALLS CHURCH, VIRGINIA [illegible]

Speech Communication Association
5205 Leesburg Pike
Falls Church, VA 22041

Telephone: (703) 379-1888

RC ERIC Clearinghouse on RURAL EDUCATION AND SMALL SCHOOLS
New Mexico State University
Box 3AP
Las Cruces, NM 88003

Telephone: (505) 646-2623

SE ERIC Clearinghouse for SCIENCE, MATHEMATICS, AND ENVIRONMENTAL EDUCATION
Ohio State University
1200 Chambers Road, Third Floor
Columbus, OH 43212

Telephone: (614) 422-6717

SO ERIC Clearinghouse for SOCIAL STUDIES/SOCIAL SCIENCE EDUCATION
855 Broadway
Boulder, CO 80302

Telephone: (303) 492-8434

SP ERIC Clearinghouse on TEACHER EDUCATION
American Association of Colleges for Teacher Education
One Dupont Circle, N.W., Suite 616
Washington, DC 20036

Telephone: (202) 293-7280

TM ERIC Clearinghouse on TESTS, MEASUREMENT, AND EVALUATION
Educational Testing Service
Rosedale Road
Princeton, NJ 08540

Telephone: (609) 921-9000